

NEW CENTERS

Care Pregnancy Clinic Moss Bluff

Michael H. Robinson

2092 N. Perkins Ferry Road

Moss Bluff, LA 70611

Region 5

The Potter's House

Leona Benoit

3233 Kirkman Street

Lake Charles, LA 70601

Region 5

Care Pregnancy Clinic Gonzales

Danielle Billoups

Address – TBA

Region 2

550 Eraste Landry Rd., Apt. 313
Lafayette, LA 70506

Patrice M. Lewis

(337) 351-8391
lewis70335@aol.com

Executive Director/Presenter

Executive Director ~ Training ~ Presenter ~ Fundraiser

Energetic, reliable, and adaptable professional with a strong understanding of general office operations. Proven abilities to creatively identify methods for improving efficiency in the office. Results-oriented professional with excellent communication and interpersonal skills. Accurately perform challenging tasks with precision and attention to detail.

Professional Experience

A Pregnancy Center and Clinic Lafayette, LA February 2012-Present
Executive Director

- Promotion of the clinic and its services
- Procurement of financial support for the clinic
- Public speaker/spokesperson for the agency
- Media contact for the agency
- Management of bank accounts and financial statements
- Management of clinic operations
- Management of staff

A Pregnancy Center and Clinic Lafayette, LA February 2011-February 2012
Clinic Director

- Managed clinic operations
- Managed bank accounts and financial statements
- Managed staff
- Coordinator of fundraising
- Coordinator of community outreach
- Public speaker/spokesperson for the agency
- Media contact for the agency

A Pregnancy Center and Clinic Lafayette, LA September 2004-February 2011
Administrative Assistant

- Assisted Director with clinic operations
- Chaired and Coordinated fundraising events
- Create, organized, presented agency trainings and workshops
- Received and responded to clients inquiries regarding agency services
- Managed the processing of clients requests and ensure that they are promptly addressed
- Addressed issues regarding customer service and client satisfaction
- Documented all communications with clients; maintained and monitored client database
- Served as the media contact for the agency

A Pregnancy Center and Clinic Lafayette, LA June 2004-September 2004
Pregnancy Counselor

- Completed client intake and documentation
- Coordinated individual client services with the agency
- Provided client with educational counseling, healthy mother/healthy baby resources
- Provided client with a community information and referral packet
- Completed discharge summaries on individual clients

Education

Master of Business Administration, 2009. University of Phoenix, Lafayette, LA (GPA 3.87)
Bachelor of Science, Child and Family Studies, 2004. University of Louisiana, Lafayette, LA (GPA 3.73)

Technical Skills

Microsoft ~ Windows ~ Word ~ Excel ~ Power Point ~ Outlook ~ Quickbooks

Beverly Jean Haire Broadway
261 Johnnie Floyd Road
Robeline, LA 71469
(318) 472-5100/(318) 471-0006

Education

M. S. in Clinical Psychology

- Northwestern State University - August 2002 – May 2007
- Robert L. Breckenridge Graduate Student Award - 2003
- 4.0 GPA

B.S. in Psychology

- Northwestern State University - August 1998 – May 2002
- Graduated Cum Laude

Employment

Executive Director – Women's Resource Center of Natchitoches, Natchitoches, LA, January 2014 – current

- Management of Women's Resource Center, including LCP grant administration, volunteer and staff training, Center promotion, manage ongoing programs and implementation of new programs to serve women in our area.

Adjunct Instructor - Northwestern State University, Natchitoches, LA, August 2007 – May 2014

- Teach Statistics for Psychology, Adjustment and Development, Motivation, Introduction to Experimental Methodology, and General Psychology in both online and traditional classroom settings

Outreach Coordinator – Women's Resource Center of Natchitoches, Natchitoches, LA, January 2010 – December 2013

- Responsible for volunteer staff training, community outreach, new program development, community education in the areas of sexual health and relationships, and client home visits

Associate to a Psychologist – Pinecrest Developmental Center, Pinville, LA, February 2006 – July 2006

- Fullfilled internship requirements in partial fulfillment of graduate degree in clinical psychology. Case management including psychological evaluations, assessments, and report writing

Graduate Assistant – Northwestern State University, Natchitoches, LA, August 2002 – May 2004

- Graded and provided feedback to first-year graduate students, facilitated online classes, graded undergraduate assignments, research assistance, lectured as needed

Abstinence Coordinator – Women's Resource Center, Natchitoches, LA, August 2001– August 2004

- Provided sexual health and abstinence education in public and private school settings, churches, and community organization as well as trained new abstinence educators

Roving Paying and Receiving Teller/Customer Service Representative – City Bank and Trust, Company, Natchitoches, LA, August 1999 – August 2004

- Assisted customers with various banking needs

Madeline Kugelman
2700 Whitney Place #936
Metairie, LA 70002

EDUCATION

Diploma from Meadows-Draughn Business College
Diploma from Sacred Heart High School (Top Ten Seniors)
Attended Loyola University and University of New Orleans

PROFESSIONAL EXPERIENCE

2006 to Present
ACCESS PREGNANCY & REFERRAL CENTERS
CCANO

Assistant Program Director/Administrative Director

Responsible for directing program of testing, education and referrals for women experiencing unplanned pregnancy. Crisis intervention for women facing unplanned pregnancy. Responsible for scheduling, training, budgeting, and public relations. Recruits and directs volunteers and staff. Resource procurement and update. Implementation, documentation and reporting for state programs. Liaison for donor relations. Set up conversion to Medical Clinic and implemented Ultrasound program.

1985 to 2000 - Worked in Banking and TRAVELERS INSURANCE COMPANY.
While working for Travelers was promoted to a Division Director over Property & Casualty Claims.

Left in 2000 to stay home for 5 years to take care of my two grandchildren so my daughter could continue in her role as the DIRECTOR OF NURSING at Omega Hospital in Metairie, LA .

COMPUTER SKILLS

Proficient in Microsoft Word and Excel, Internet, and Access Programs

PROFESSIONAL ASSOCIATIONS

Secretary, - Greater New Orleans Association for Professional Insurance Women, 1990 - 2000
Member of the Year, Greater New Orleans Association of Professional Insurance Women - 1995

TRAINING SKILLS

- Certified Adoption Specialist, 2008 * CCD Instructor, St. Ann School, 1989 - 1994
 - Certified Medicaid Application Representative, 2006 to present

Teresa N. Ragusa

507 W. Michigan St.

Hammond, La. 70401

Tele: 985 340-3060

Cell: 985 415-4133

Email: t.r.blessyou@hotmail.com

S.S.# 438-66-9236

Birth date: 11-23-1946

OBJECTIVE:

To serve my God and community while using compassion and wisdom in order to possibly meet the administrative, physical and spiritual needs of people.

SKILLS

1. Licensed Cosmetologist
2. Christian
3. Limited Spanish
4. Sales Promotion
5. People Mixer
6. Administrative office experience
7. Limited computer skills
8. Lay counselor
9. Teacher
10. Excellent Cook
11. Professional cake Decorator

Employment

1. Self Employed Cosmetologist 1969-1993
2. Co-owner Alligator Farm & sales 1992-present
3. Housewife 1992-2004
4. Volunteer Calvary Christian Center Church 1993-present
5. Volunteer Board member Restoration House 1993-2002
6. Executive Director Restoration House 2003-2007
7. Women's Life Ministries CEO/President 2007-present
8. Caring to Love Ministries Administration 2010-present

Experience

1. Missionary travel- Russia, Mexico, USA
2. Sunday school teacher/ children worker for many years
3. Calvary Christian Center Church various activities many years
4. Business owner and Non-profit management many years
5. Speaker and fundraiser for many years.

Education

1. Hammond high school graduate 1964
2. Southeastern Beauty College 1969
3. Northeast Louisiana University 1986-1991
Incomplete major- Psychology appx 50 credits
 - a. Psychology 101
 - b. Psychology (Child)
 - c. Psychology (adolescent)
 - d. Marriage & family relationships
 - e. Public speaking-Speech
 - f. Sociology 101
 - g. Interior design
4. Pregnancy center training and post-abortion counseling training
5. Writing news articles and P.R. Announcements
6. Many, Many self help counseling seminars
7. Children church seminars

References

Dr. Walter Watson

44423 W. Pleasant Ridge Rd. Hammond, La. 70403 504 858-3653

Pastor Michael Bush

Calvary Christian Center 118 Richardson St. Hammond, La. 70401 985 345-0366

Pastor Mike Foster

First Baptist Amite 409 Hickory St. Amite, La. 70422 985 748-9009

985.974.9397 (Cell)

40380 Chandler Drive
Ponchatoula, Louisiana 70454

Email: ponchy54@gmail.com

Objective

Self-motivated, client focused, service oriented business manager will leverage initiative and organizational skills to meet your business goals.

Experience

October 2015 -
Present

Executive Director, Restoration Pregnancy Resource Center

Oversee administration of programs and services, fund-raising, and general operations.

January 2009 -
Present

Station Manager, WSTY TV

Oversee technical operation of local low-power television station including operation of station broadcast equipment, determining program scheduling and programming ingest. Produced videos using professional video equipment and NLE system. Resolved technical and/or other issues to maintain on-air presence of station and retain customers. Direct and inside sales.

May 2006 -
January 2009

Executive Director, Unmet Needs Committee of Tangipahoa

Initiated non-profit agency in response to Hurricane Katrina. Recruited committee members and Board of Directors. Networked extensively with local and regional agencies to coordinate services. Assumed Executive Director's role after one year. Full administration of organization including funding and program implementation for over 200 home repair projects. Through various disaster recovery programs, oversaw administration of funding resources for client assistance. Supervised office staff and managed facility.

October 2002 -
April 2006

Proposal Manager, Lamp Environmental Industries

Inside sales for environmental services company. Online research of open RFPs pertinent to industry. Wrote proposals in response to open solicitations. Familiar with contract administration.

February 2002 -
September 2002

Office Manager, Ponchatoula Times Newspaper

Re-entered work force as office manager for small weekly newspaper. Duties required extensive computer skills for newspaper layout, composing digital display ads, and bookkeeping.

Skills

- Excellent written and verbal communications
- Strong administrative skills
- Strong computer skills including MS Word, Excel, Outlook, Publisher, Adobe Premiere
- Problem solving; ability to troubleshoot and recommend and/or carryout solutions
- Account management

Personal

Tangipahoa Advisory Committee for Catholic Charities of Dioceses of Baton Rouge
Board Member, Chairperson (2010-11), Restoration House 2008 - present
Board Member, Chairperson, Unmet Needs Committee 2006-2008
Board Member, Habitat for Humanity, 2008 - 2009
Board Member, United Way Tangipahoa, 2004 - 2008

References

Available upon request

